



**RECRUITMENT FOR: ADMINISTRATIVE OFFICER II**  
**Announcement Number: 11-3235-961**

Applicants certified to this list will remain eligible for a period of one year.

**Salary: \$35,865 - \$56,469**

**Closing Date: August 10, 2010**

**Position Duties:** The Maryland State Retirement Agency has a vacancy located at 120 E. Baltimore Street for an Administrative Officer II. This position serves as an administrative officer in the Benefits Processing, Retirement Processing Unit. Primary responsibilities include supervising staff, assigning work to staff, tracking retirement application and estimate requests, training new staff in preparing automated and manual worksheets in accordance with established procedures, and resolving issues and discrepancies related to the processing of retirement applications. This position may also be responsible for assuming the functions and responsibilities of the supervisor of the Estimated Request Processing team in the event of that incumbent's absence. Duties of this position may be rotated with the duties of the supervisor of the Estimate Request Processing Team to ensure that staff is cross-trained in all areas of processing and to ensure smooth operations of the Retirement Processing Unit.

**Minimum Qualifications:**

**Education:** Possession of a bachelor's degree from an accredited four-year college or university.

**Experience:** Two years of experience in administrative or professional work.

**Notes:**

1. Candidates may substitute additional experience in administrative staff or professional work for a year-for-year basis for the required education.
2. Candidates may substitute additional graduate level education at an accredited college or university at the rate of 30 semester credit hours for each year of the required experience.

**Preferred Qualifications:** Please address these qualifications on your job application. This information will be used in the assessment of your application.

- One year of professional experience supervising administrative staff; and

- One year of professional experience performing mathematical/monetary calculations.

**Examination Process:** The examination will consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.

Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of

Maryland. **Due to the confidential nature of the work selected candidates must undergo and pass a background check.**

**Application Process:** Send a Maryland State application (MS 100) to: Maryland State Retirement Agency, Attn.: Administrative Officer II, #10-3235-961, Office of Human Resources, 120 East Baltimore Street, Baltimore, Maryland 21202 or [careers@sra.state.md.us](mailto:careers@sra.state.md.us) by close of business August 10, 2010. Applications may be obtained from [www.dbm.maryland.gov](http://www.dbm.maryland.gov), under Job Seekers or by calling 410-625-5539. **Resumes are not accepted and will not be substituted for any part of the application.** Reasonable accommodations will be provided to qualified individuals with disabilities upon request. Your request must be submitted in writing with your application. TTY users, call via the Maryland Relay Service.

Equal Opportunity Employer